

**MEETING NOTICE AND AGENDA  
COMMUTER CONNECTIONS  
TELECOMMUTING AD-HOC GROUP MEETING**

Wednesday, July 7, 2004  
10:00 a.m.-12:00 Noon  
Metropolitan Washington Council of Governments  
777 North Capitol Street, N.E.  
Room 2, First Floor

Chair:	Ronald Mitchell, DDOT	202-671-2231
Staff Contact:	Danette Campbell	202-962-3286

**Note: If you cannot attend this meeting, or if you would like to attend via conference call, please contact Danette Campbell ([dcampbell@mwcog.org](mailto:dcampbell@mwcog.org)).**

<b>ITEM#</b>	<b>ACTION</b>
1. Introductions	
2. Minutes of April 7, 2004 meeting	Approve
3. Telework Virginia Update	(60 minutes)
Danette Campbell will report on the current status of this project.	
Telecommuting Inc. and STI will present final reports on companies that have recently completed the Telework Virginia pilot program.	
4. Telework Resource Center Update	(10 minutes)
Danette Campbell will give an update On recent activities of the Commuter Connections Telework Resource Center including an update on the Telework Partnership with Employers pilot program and the region's Telework centers.	
5. Expanded Telework TERM	(15 minutes)
Dr. Michelle Heelan from the Telecommuting Advantage Group will report on the status of this project.	

6. Employer Telework Workshops (15 minutes)

Danette Campbell will present the draft report for the Telecommuting Ad-Hoc Committee review.

7. Telework Center User Survey and Telework Center Occupancy Tracking Survey (10 minutes)

The highlights of this report will be presented by Nicholas Ramfos.

8. Nomination of new Chair for FY05 (10 minutes)

9. Other Business

**Note: The next meeting of the Telecommuting Ad-Hoc Group will be held on Wednesday, October 6, 2004, at 10:00 a.m. at the Metropolitan Washington Council of Governments. Please contact Danette Campbell via email at [dcampbell@mwkog.org](mailto:dcampbell@mwkog.org) if you would like to attend this meeting by conference call.**